

## **ADMINISTRATIVE LEGAL ASSISTANT**

**PURPOSE:** Perform a variety of secretarial and administrative functions in support of the City's legal staff.

### **FUNCTIONAL AREAS:**

1. Provide legal secretarial and administrative functions.
  - \* A. Within deadlines and other time constraints, prepare, serve and file in the appropriate judicial forum legal pleadings including, but not limited to, complaints, answers, affidavits, notices of hearing, motions, briefs, orders, stipulations, and discovery documents.
  - \* B. Compose, type and edit a variety of correspondence, reports, memoranda and other material.
  - \* C. Schedule court hearings, depositions, mediation conferences and other meetings to ensure timely disposition of cases.
  - \* D. Prepare subpoenas for depositions and trial.
  - \* E. Maintain files and track deadlines for discovery and responses to pleadings.
  - \* F. Review documents for completeness and typographical and format errors.
  - \* G. Operate a variety of standard office equipment, including personal computer, copier, fax, telephone, and calculator.
  - \* H. Maintain confidentiality regarding all legal matters handled within the Attorney Office.
2. Perform related duties.
  - A. Coordinate the distribution of incoming and outgoing mail.
  - B. Coordinate arrangements and prepare agendas for various meetings; assemble materials, and provide clerical support at meetings.
  - C. Perform a variety of support activities including transcription, maintaining supervisor's appointment calendar, etc.
  - \* D. Establish and ensure the maintenance of a comprehensive central filing system.
  - \* E. Respond courteously and professionally to inquiries from employees, citizens, and others, and when necessary, refer to appropriate person.
  - F. Perform related tasks as assigned.

### **JOB REQUIREMENTS**

#### **Education & Experience Requirements**

- ◆ A. A combination of education and/or experience equaling three years as an administrative legal assistant. Acceptable education may include an AAS degree as a legal administrative assistant, a legal assistant or secretary diploma, or completion of an administrative support program combined with experience as an administrative legal assistant.

#### **Knowledge Requirements**

- ◆ A. Knowledge of legal office practices and procedures.
- ◆ B. Knowledge of legal terminology, format, standard legal instruments and court procedures.
- ◆ C. Knowledge of English grammar, spelling, punctuation and proper sentence construction.

- ◆ D. Knowledge of standard business letter and report writing formats.
- ◆ E. Knowledge of effective office management practices.
- ◆ F. Knowledge of electronic filing systems used by the federal courts.

#### Skill Requirements

- ◆ A. Skill in typing at a rate of 50 net words per minute from clear copy.
- ◆ B. Skill in operating a personal computer and software applications, including word processing, database, and spreadsheet to effectively produce reports and other documents.
- ◆ C. Skill in composing business correspondence and preparing legal documents using independent judgment.
- ◆ D. Skill in establishing, organizing, maintaining and updating manual and computer files and records.

#### Ability Requirements

- ◆ A. Ability to produce documents using proper sentence structure, punctuation, grammar and spelling.
- ◆ B. Ability to plan and organize work load to meet established time constraints.
- ◆ C. Ability to develop and maintain effective working relationships with supervisors, other employees and agencies, and the public.
- ◆ D. Ability to maintain confidentiality in dealing with legal matters.
- ◆ E. Ability to assemble data and prepare accurate records and reports.
- ◆ F. Ability to effectively communicate, both orally and in writing.
- ◆ G. Ability to work under stressful conditions and with frequent interruptions.
- ◆ H. Ability to operate standard office equipment.

#### Physical Requirements

- ◆ A. Ability to sit for extended periods.
- ◆ B. Ability to talk and hear to exchange information.
- ◆ C. Ability to occasionally lift and carry equipment and supplies weighing up to 20 pounds.
- ◆ D. Visual acuity to prepare and analyze and proofread data.
- ◆ E. Fine dexterity to operate computer, calculator and other office equipment.
- ◆ F. Ability to occasionally bend, stoop and reach for supplies, files, etc.
- ◆ G. Ability to attend work on a regular basis.

\* Essential functions of the position

- ◆ Job requirements necessary the first day of employment

Anlst: JA	Class: 4221	Union: Basic	Pay: 129	CSB: 20091020
CC: 20091221	Res: 09-0781R	EEOC: Admin Support	EEOF: Admin/Finance	WC: 8820